

Appendix A

INSTRUCTIONS TO TENDERERS

1. Tenderers shall treat the details of the tender documents as private and confidential.
2. The tender response should include a completed copy of the Form of Tender incorporated in the tender documents. It should be signed by the Tenderer and returned together with completed copy of the Bills/Specification/Programme where requested.
3. Tenders should be returned by email to Tenders@liverpoolmuseums.org.uk with a header of "Walker Art Gallery Room 15 Tender" so as to arrive not later than the date stated in the tender specification.
4. No unauthorised alteration or addition should be made to the Form or Tender or any component of the Tender Documents.
5. No Tender received after the fixed date shall be considered.
6. Tenders must be submitted strictly in accordance with the Tender Document, i.e. without qualification. Any point of doubt should be cleared with the Contract Administrator as appropriate.
7. The Employer does not bind himself to accept any tender; neither will any remuneration be paid for the preparation of the tender.
8. The Employer is not bound to accept the lowest or any tender.
9. The successful Tenderer will be required to produce for examination before the contract is signed all Insurance Policies that are relevant to the Contract.
10. Tenderers may add extra information at the end of the tender or in attached documents if they consider this to be useful and informative in relation to their proposals.
11. If the Tenderer intends sub-contracting any of the works, notice in writing must be provided detailing the names and addresses of the sub-contractors to be employed.
12. Tenderers should provide a simple summary of all costs in one place. A total cost should be provided along with a breakdown of all modular components. All costs should be clearly identified. One off costs and continuing running costs should be clearly distinguished.
13. As an exempt charity and an educational institution funded by government (DCMS). NML generally qualifies for academia, educational or charity pricing schemes offered by many IT suppliers and manufacturers and this must be

taken into account when tendering.

14. It is the Tenderer's responsibility to study the contract documents carefully and seek clarification of any discrepancies, ambiguities or other aspects that do not appear to be clear before submitting the tender.
15. The completed Form of Tender is to be returned by email to Tenders@liverpoolmuseums.org.uk by NOON on 21 April 2017.